

GREENPEACE Belgium Head of Mobilisation and actions Job Description

Job title : Head of Mobilisation and Actions (f/m/x)
Valid from :
Job Grade : 5
Reports to : Programme Director
Line-manages : Activity campaigners, Warehouse manager, Logistical officer, Volcoord-Mob, Volcoord-activity

OVERALL PURPOSE OF THE JOB

Support the members of the Mobilisation and Actions unit with coordination, strategic thinking, empathy and a supportive leadership style. Responsible for linemanagement including, setting up individual objectives, undertake annual appraisal and identify training if needed to develop teammembers' skills, leadership and autonomy.

Empower the members of the team in their expertises and roles. Make sure they are included and resourced in the development and implementation of strategic and creative projects and activities. Ensure a healthy workbalance for the teammembers while efficiently focusing on our core business as Mobilisation and Actions team.

Oversee the development, preparation, execution and evaluation of Non Violent Direct Actions (NVDA), mass NVDA, action led and people-powered campaign strategies.

Oversee the development, preparation, execution and evaluation of Offline and Online Mobilization activities on cross level concepts.

Enable a culture of trust in the team where people feel safe to contribute and find solutions together.

SCOPE

Staff to be line-managed in the Mobilisation and Actions team: 9 people (Activity campaigners, Warehouse manager, Logistical officer, Volcoord-Mob, Volcoord-activity).

Budget magnitude: 500 - 800 K euro (staff costs included).

Assure the good functioning, empowerment and integration of the Actions and Offline Mobilization Team into other units in the Programme and Engagement/Fundraising Departments.

Oversee the organization of national and international / european NVDA and Offline Mobilization activities, taking place in Belgium.

Participate or ensure presence in the strategic discussions and project creations.

Participate or ensure presence in the internal Security Working Group within the field of their expertise

Can be required to contribute to Greenpeace International (GPI) or other National or Regional Offices (NRO's) within the field of his/her expertise (spreading expertise, international co-ordination or development of a NVDA aspect, ...).

MAJOR FUNCTIONS / RESPONSIBILITIES

Conceptual tasks, Strategy Development and/or Project Development

- Ensure the team is fully integrated and empowered in the campaigning planning processes, contribute to the development of feasible and promising campaign plans, and create platforms for integration with targets and/or the public.
- Ensure maximum integration of all aspects of the actions and offline and online mobilization Programme into the work of other teams within the organization. Participate actively in strategic discussions in Belgian / Eu / Global campaign project groups when required.
- Show curiosity and interest in the broad field of skills and expertises in the team and keep an eye out for cross-pollination of different views and experiences.
- Organize an appropriate collaboration with the Greenpeace European Unit, GPI and other NRO's on NVDA, Offline and Online Mobilization, with a special emphasis on security advice.
- Follow, in close collaboration with the Program Director, the planning and implementation of international and European activities in Belgium, including clear communication and cooperation with the EU office, GPI and other offices involved. This can be for NVDA or for Offline and Online Mobilization.
- Act as budget holder of the Actions and Offline and Online Mobilization Team.

Implementation

- ensure a good dynamic in the teams, oversee the communication flow within the Mob, Action and WH subteams.
- Report back to the Programme Director on all (mass) NVDA and Offline and Online Mobilization issues on a regular basis to allow them to carry out their overarching responsibility for the department.
- Network with similar teams throughout the entire organization including the Actions and Volunteers units in other offices and the Global Engagement Department (GED) and Operations Department at GPI and encourage and delegate to relevant team members

Support / Coaching / Leadership

- Line manage the Actions, Warehouse and Offline and Online Mobilization Team staff: this includes involvement in hiring, meeting and workload planning, providing induction & training, objectives setting, functional review & evaluation, all this in close cooperation with the Programme Director and HR.
- Facilitate the planning and implementation of all activities of the Actions and Offline and Online Mobilization Team, ensuring equality in workloads and tasks between the different members of the team.
- Teamwork, in particular take a co-operative approach within the team, share knowledge and information between people. Seek to promote harmony within the team and contribute to team processes.
- Cross cultural awareness, in particular understand and appreciate issues from the perspective of other
- Integrity, in particular maintain high standards of honesty and trustworthiness. Consider ethical implications of issues and decisions while remaining pragmatic. Use appropriate opportunities to bring difficult or sensitive issues into the open.
- Provide leadership in case of Rapid Response situations. Can be the case of Programme related unforeseen events and Duty of Care principles and policies.

- Be available on request of the Programme Director for support, reflection, etc...
- Advise the Programme and Executive Director on all legal aspects of the Actions and Offline Mobilization Team activities.

Compliance / Keeping Framework Conditions

- Monitor the yearly Actions and Offline and Online Mobilization Team budget and sign-off for team expenses within approved budget and policies.
- Supervise that GPBE Program logistics, linked to offline online mobilisation activities, are well organized.
- Oversee the implementation of the NVDA and Offline and Online Mobilization part of the agreed strategic plans.
- Promote the concept of Greenpeace Action-Led Campaigning and by doing so ensure that NVDA stays at the heart of GPBE Campaigns.
- Oversee the implementation of an adequate activists and volunteers training Programme, in close collaboration with the Activists Coordinator, Greenwire Community and Volunteers Coordinators.
- Assess, with the Activity campaigner(s) in charge, the legal situation through, among other things, consultation with lawyers, Programme Director, Executive Director, and participation in the legal working group.

COMPETENCY PROFILE

Organization competencies

Achievement, effective in setting and reaching objectives.

Interpersonal relationship, build and manage relationships with colleagues, being a good listener.

Functional competencies

Technical

- Fluency in written and spoken French **and** Dutch.
- Fluency in written and spoken English.
- Knowledge and/or experience with IT office applications, and specific attention to audio-visual & telecommunication applications, specifically required for the job
- Skills in written and verbal communication.
- Knowledge and/or experience in activism.
- Knowledge and/or experience in non-violent direct action (incl. the technical and safety aspects).
- Knowledge and/or experience in effectively dealing with confrontational situations.
- Knowledge and/or experience in the issues Greenpeace is campaigning on.
- Knowledge and/or experience in conflict resolution.
- Knowledge and/or experience in using land/water/air based equipment's in actions.
- Knowledge and/or experience in first aid techniques.
- Knowledge and/or experience in mobilizing people.

Method related

- Facilitative leaderships style, co-creation processes
- Shared decision making, ie several types of decision-making process
- Knowledge and/or experience of the NGO sector, existing network with allies and movements
- Budgeting (preparing, presenting, monitoring).
- Work under pressure.

- Risk assessment (legal, reputation).
- Data mindset

Social / self

- Being a team player.
- Caring; soft skills; caretaker of the team
- Kindness and empathy
- Authentic and transparent
- Social skills should allow the Head of Actions and Offline and Online Mobilization to move in many different social circles, and to manage difficult social situations (confrontation).
- Ability to understand legal issues necessary for the job.
- Ability to understand technical issues necessary for the job.

Leadership competencies

- Strategic orientation, ability to design effective strategies.
- Managing vision
- Planning and organizing, ability to make optimal use of all available capacities in the organization, including working in teams.
- Empowering and developing people

ATTITUDE

- Identification with Greenpeace goals and supportive of Greenpeace values.
- Autonomous / initiative / work independently.
- Stress resistance.
- Integrative thinking.
- Flexibility.
- Able to share experience
- Perseverance
- Collaborative.
- Discretion and confidentiality.

SPECIFIC WORK ENVIRONMENT

- Based at the Greenpeace Belgium office in Brussels. We are flexible to part-time working from home upon agreement.
- Will regularly travel to the warehouse in Gent (till further notice) for meetings and/or help with warehouse operations.
- Highly flexible towards working hours.